



**MINUTES OF THE
THIRD BARRIER FREE SUB-COUNCIL MEETING OF 2018**

DATE: September 12, 2018

TIME: 10:00 a.m. to 3:30 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
Barry McCallum, Chair
Tracy Douglas-Blowers
Michael Francon
Matthew Kay
Bev Knudtson
Tanya Marsh
Karen Muir
Lee Ramsdell (Vice Chair)
Chris Schamber

Safety Codes Council
Allison Karch

Alberta Municipal Affairs
Linnie Tse (Administrator), Laura Willcocks, Charlene Campo

Guests
Shannon Wiebe, CART, Greg Beck (BSC Liaison)

REGRETS: Bob Coyne, Tang Lee, Keith McMullen, David Morton

RECORDER: Sandi Orr

2018 MEETINGS: November 14

Prior to the start of the meeting, a round table introduction was held. Safety and evacuation procedures were explained, and a tour of the Council's new office was provided.

1. Meeting Opening

The Chair called the meeting to order at 10:26 a.m. Participants were reminded the primary duty of all Council Members is to act in the interest of safety in the built environment for the benefit of all Albertans. A round table introduction was held.

1.1. Agenda Adoption

The following items were added to the agenda:

- 4.9 – Announcement from Michael Francon

Tracy Douglas-Blowers / Lee Ramsdell moved that the agenda be adopted, as amended; CARRIED

1.2. Adoption of Meeting Minutes

Matthew Kay / Tanya Marsh moved that the minutes of the May 9, 2018 be adopted, as circulated; CARRIED

2. Matters for Decision

2.1. BILD Alberta Request to be Nominating Organization for Home Construction Industry Segment

Correspondence was included in the portal and reviewed.

Chris Chamber / Michael Francon moved to recommend to the Board, a change to the Barrier Free Sub-Council matrix to change the nominating organization for the Home Construction industry segment to BILD Alberta; CARRIED

It was noted that the Alberta Professional Planners Institute has been recommended for the Commercial Development / Land Development and is being considered by the Board this month. It was questioned if Commercial Development is a missing industry segment and noted that the industry segment is Commercial Development / Land Development.

The matrix will be corrected to read: Communications and Cognitive Disabilities as this had already been approved. [Council Administration]

It was questioned regarding whether there is a need to consider Bariatric disabilities relative to barrier free design and access. There was no change recommendations brought forward at this time but perhaps "medical conditions" could be a future consideration. Bev Knudtson did advise that she will be bringing forward Bariatric issues in discussions as needed.

3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	Vacant Seats	Seek replacement nominees to fill vacant seats.	May 10/17	Council Administration	In progress
2.	Visual Signals Best Practices	Look into other best practices regarding visual signals including residential and hotels and report back to the sub-council.	May 10/17	Ramsdell	In progress
3.	Communication with Premier's Council	The Council will follow up with the Premier's Council to determine how best to facilitate engagement between the groups. UPDATE: Proposed engagement will be held on an as needed basis The Chair will communicate through the Council [McCallum]	Feb 14/18	Council Administration	In progress
4.	Corrections to Section 3.8 Alberta Building Code	No proposed changes will be considered for inclusion in the next edition of the building code because of the tight publishing timeline, but any errors should be forwarded to the Barrier Free Administrator	Feb 14/18	All	Complete, remove from action list
		Section 3.8 of both the current ABC and 2015 NFC will be provided for all sub-council members for any feedback pertaining to corrections only.	Feb 14/18	Tse/Chang	Complete, remove from action list
5.	Liaison to BSC	Karen Muir and Tang Lee will work together to determine the BSC meetings they're available to attend. UPDATE: It was questioned on Tang Lee's continuation and even though he is not going to be working as a teacher, it is believed he's still willing to continue	May 9/18	Muir/Lee	Complete, remove from action list

4. Matters for Discussion

4.1. 2019 Meeting Dates

The proposed dates were included in the portal and reviewed. The following tentative dates were set:

- Wednesday, February 6
- Wednesday, April 17
- Wednesday, October 2
- Wednesday, November 20

The 2019 meeting dates will be finalized in October.

[Council Administration]

4.1.1. Meeting Start Times

It was suggested that another poll be done regarding a potential change of meeting start time.

[Council Administration]

4.2. Requests for Endorsement/Support

It was clarified that if there is a request for endorsement or support of the Barrier Free Sub-Council, there is a need to have a clear understanding of the organization, the project, and rationale for endorsement. If an endorsement is from the Council through the Sub-Council, this request needs be brought to a sub-council meeting, thoroughly vetted and a motion presented. It was further clarified that individuals can personally support projects.

It was noted that feedback could be sought of the sub-council on barrier free design and products, but the sub-council would not be in a position to approve anything. Caution was expressed regarding the need to determine whether there are liability issues and that the sub-council should not be acting in a consulting capacity. Concern was expressed about the need to ensure these types of projects or builds are user-friendly. It was suggested that organizations should be consulting with the associations that represent the users of those types of products or facilities.

Council Administration will discuss this further with Council Management / Board and bring forward any additional requirements (e.g. presentation needed by the organization, whether the project would need to be completed first, criteria established, etc.) [Council Administration]

4.3. Terms of Reference Discussion (member suggestions, inclusive design terminology, definition of accessibility, potential name change)

The May 2018 version of the Barrier Free Terms of Reference was included in the portal and reviewed. A discussion was held regarding the definitions of barrier free, universal or inclusive design and what accessibility means. Section 3.8 was originally titled Barrier Free Design and has been changed to Accessibility. It was noted though that this is just the title and all other references are still “barrier free”. This was changed to be more in line with terminology used by CSA, but this is causing challenges because accessibility is too broad a statement.

This led to a discussion regarding transgender and whether there is a need to consider “all inclusive” design. Concern was expressed that this may be too broad a scope as well. The defined term of **barrier-free** was reviewed and seemed appropriate. It was also noted that the Act identifies “barrier-free”. Accessibility is not a defined term in the code.

The Barrier Free Sub-Council's Terms of Reference need to be reviewed. Terms of Reference will also be created for all other sub-councils. It was noted that the May 2018 version has not yet been approved by the Board.

An in-depth discussion was held regarding terms, the following action items were determined:

- The Administrator will circulate known definitions for barrier free, inclusive, accessible and universal [Tse]
- All members were asked to review and provide their feedback or definitions to the Council [All]
- Council administration will compile definitions for further discussion at a future meeting [Karch]

The discussion came back to whether "gender neutral" has been or should be discussed regarding washrooms and change rooms, and the safety of gender-neutral persons. It was suggested that this is likely not within this sub-council's mandate, but more in the realm of "family" washrooms. The Administrator clarified that the Building Code does not state specific gender washrooms, it states that for every 25 females, a washroom is required, and for every 25 males, a washroom is required.

In the context of the sub-council's mandate, the discussion needs to be held regarding what disabilities, challenges and persons that this sub-council should address.

4.4. Icons for Use in Design Guide Brochure

The Council drafted a brochure to promote the Design Guide. With a new draft of the Design Guide, the brochure would likely be deferred. However, it is still likely that another brochure would be developed to promote the Design Guide.

Icons were shown on screen of potential icons that could be used for cognitive disabilities. It was suggested that either the first image or the last image would be the simplest to use. It was noted that resources are likely also available from www.cdacanada.com/.

With regarding to mobility, it was suggested that something more than just wheelchairs be considered to include other mobility devices. It was further suggested that photographs be included for multiple aspects of disabilities.

It was suggested that the internationally accepted symbols might be the easiest approach. Feedback was sought on direction relative to the brochure, recognizing that the users of the Design Guide are not the disability groups themselves. Symbols may not even be required. The primary concern was to ensure that the Communications department does not do a great deal of work first and then it not be considered acceptable to the sub-council

After an in-depth discussion of the topic, it was suggested that the Communications departments within government that deal with disability groups be consulted on what symbols they use and research internationally recognized symbols. [Willcocks/Council Administration]

Once this information is received, the Communications department will be provided with this information to redraft the brochure. [Council Administration]

Links to websites with these types of symbols will be added to the portal. [Council Administration]

4.5. Liaison Reports

4.5.1. BSC Liaison to BFSC

There was nothing to report as the next meeting is not until later this month.

4.5.2. BFSC Liaison to BSC

It was reported that the last meeting was focussed on the technical review of the code. The Visual Signals STANDATA was issued.

4.6. Municipal Accessibility Committee Reports

The Chair reported on the work being done by the City of Lethbridge on their accessibility master plan which will include parks, buildings, buses, etc. It is expected that the document will be published by March 2019.

4.7. Administrator/Municipal Affairs Report

The NBC 2010/2015 Code three-column document for Section 3.8 was viewed on screen.

Although the goal will be to harmonize with the National Building Code, it is the recommendation of the Administrator not to reference the CSA-B651 Standard because the existing Alberta Building Code requirements in 3.8 are more stringent. This led to a discussion regarding the national harmonization project and the recommendations that will be brought forward to the Minister. The Standard could be used as a reference, but the legal requirements will be what is included in the National Building Code, 2018 Alberta Edition. The process of how new Standards get adopted into code was explained.

Draft revisions to the Barrier Free Design Guide were shown. It was reported that there will be challenges as the publication of a new Design Guide to align with the National Building Code, 2018 Alberta Edition was not anticipated. No SCO training revisions will be completed for this edition of the code because full harmonization with the 2020 National Building Code is anticipated shortly afterwards.

It was clarified that relative to policy recommendations vs. technical changes, the Barrier Free Sub-Council would be responsible for making policy recommendations (e.g. BFSC would like a section in the code on bariatrics). If that policy recommendation was accepted by government, then it would be up to the Building Sub-Council to develop the technical requirements.

Between now and the 2020 adoption of the NBC in Alberta, there will be a need to discuss and determine whether there are any recommendations the BFSC wishes to recommend to the Minister.

Proposed changes were shown on screen for 3.8.5. Medical Facilities for family doctors, ophthalmology, auditory, dental, physiatry, psychiatry/mental health and medical specialist offices, as requested by the Medical Association. It was reported there is a push for provinces to reference CSA standards for hospitals and medical facilities.

It was suggested that Bariatrics be added to the next agenda for discussion regarding a policy recommendation. [Council Administration]

It was clarified that if this was supported by the sub-council, a recommendation is made to the Minister, through the Chair of the Council.

A brief update was provided on timelines of the code harmonization project. The package is with the Minister, but a Cabinet date has not yet been set to present the National Building / Fire Codes – 2018 Alberta Editions for approval. It was believed that sufficient notification would be provided to industry on its approval, in force dates and handling transition.

4.7.1. Barrier Free Design Guide – 2019 version

It was noted that the Barrier Free Design Guide will need to be available at the same time the Building Code is available in order to minimize confusion of Section 3.8. since it has been reordered and renumbered.

4.8. Council Updates

The following report was provided:

- Effective Meetings Training – October 29, 2018
- Appeals Training – October 30, 2018
- New Member Orientation – November 20, 2018
- The Council Conference will be the last week of May, 2019 and any recommendations for speakers would be appreciated, Gas is the feature discipline for the 2019 conference
- An overview was provided of the new format for action lists
- Further information will be provided on a Holiday Open House planned for December

It was questioned whether the PowerPoint presentations for training could be circulated if someone is unable to attend and this will be looked into. [Council Administration]

4.9. Announcement from Michael Francon

SAGE is hosting their Annual senior housing forum on Saturday, September 22, 2018. It was suggested that members can add announcements in the portal.

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

A discussion was held on how to get policy discussions on the agenda.

An overview was provided on the governance review, the roles and scope of the sub-councils. All of this information is being compiled in order to determine next steps. This led to a discussion regarding a planning session to discuss the sub-council's path forward.

5.2. Next Meeting: November 14, 2018

The next meeting was reconfirmed for Wednesday, November 14, 2018 at the Council office.

5.3. Meeting Adjournment

Karen Muir / Lee Ramsdell moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 3:30 p.m.

-- NEW ACTION ITEMS --

2.1. BILD Alberta Request to be Nominating Organization for Home Construction Industry Segment

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-- MOTIONS --

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